Appendix F.

## Project Tasks & Deliverables:

Quality Assurance Project Plan: If any environmental data are to be collected, an approved quality assurance project plan (QAPP) will be required before any data collection is done. See details on NEIWPCC’s Quality Management website: <http://neiwpcc.org/our-programs/assessment-and-research/quality-management/> and in the “Quality Assurance & Quality Control Requirements” section below.

Review Existing Information and Collect Baseline Data: Review any preliminary or final plans, existing data, documentation, and municipal or regional reports (e.g., Resilient NY Studies), as well as natural resource information from publicly available sources.

Coordinate Project Kick-off Meeting: The contractor will coordinate and host a project kick-off meeting at or near the project site attended by municipal representatives, NYSDEC Hudson River Estuary Program and regulatory staff to:

* + Review existing preliminary or final designs for the site (as available for Type 1 and 2)
	+ Review the construction implementation schedule and plan (Type 2 only).
	+ Identify information needs to complete the project.
	+ Review field work and deliverable schedule.
	+ Coordinate any site work and access needs
	+ Identify regulatory issues and process for addressing them (Type 1 only).
	+ Site visit (if relevant and feasible)

Perform any additional site assessment or sampling needed to advance designs/plans: May include, but not limited to, soil testing, topographic survey, plant and animal surveys.

Quarterly and Progress Reports in PDF format: delivered to the NEIWPCC project manager no later than the 10th day of January, April, July, and October during the duration of the project.

Develop and Deliver:

For Type 1: In consultation with HREP and partnering municipal staff, complete final, construction ready, engineering plans stamped by a licensed engineer including spec sheets, bid documents and cost estimates for review and approval by the partnering municipality and NYSDEC Hudson River Estuary Program Staff. Materials should also include an implementation plan describing project timeline, work sequence, staging and any additional construction planning needs. Completely fill out applications for all Environmental Permits required by local, State and Federal agencies including all required project and natural resource information for submittal by municipal partner.

Type 2: Mitigate or construct structure. Project shall be installed as depicted on the final design and according to the construction standards, specifications, notes and drawings set forth within the design and design packet. Prior to breaking ground, municipality/contractor(s) are responsible for reviewing the entire design. All relevant rules and regulations must be adhered to, for example, do not break ground until appropriate stormwater control measures have been installed, and the site has been cleared by UFPO, Dig Safely NY (call 811).

Coordinate Final Review Meeting: Deliver a presentation and review of draft final documents to the partnering municipality and NYSDEC Hudson River Estuary Program staff.

Deliver Final Engineering and Implementation Plan (Type 1 only):

* + Upon comment and review of draft final designs, spec sheets, bid documents, completed permit applications and implementation plan by the HREP and the partnering municipality, 4 printed sets of all materials will be delivered to the partnering municipality (1 set for landowners). Digital copies(.pdf) of all materials will also be sent to the municipality/landowner and NEIWPCC project manager (Jim Katz). Deliverables should include all necessary materials for the landowner to solicit construction bids/implementation funding, acquire regulatory approval and begin construction/revegetation as described in item ‘E’ above.

As-Built Letter (For Type 2)

* + A letter signed by the NYS licensed engineer stating specifically that: the practices have been installed as per the attached drawings and specifications, based on the information provided and/or observations made, including any changes made to original plans.

Deliver Final Progress Report

* + Final report to be submitted for review by the NEIWPCC project manager as draft in Microsoft Word before being delivered in Adobe .pdf format as final. The report must include photos of completed implementation and as built letter (Type 2 only see below). The final report must be accompanied by all GIS data (geodatabase or shapefile), and relevant field work related data. It should include a description of any deviancies from the initial design or plan needed to complete the project. Other deliverables such as the designs, and plans should be submitted and approved prior to the final report. Applicants should be prepared to provide digital and paper copies to the Estuary Program, NEIWPCC and local partners.

The successful applicant will be expected to review drafts with NYSDEC, NEIWPCC, and the landowner and revise as needed. The NEIWPCC Project Manager, assisted by Estuary Program staff, must approve drafts before the final product is produced. The applicant should plan for at least a month of time for review and revisions to the final design report in the timeline.